

HAMMOND ELEMENTARY SCHOOL
Important Reminders and Updates

August, 2023

Dear Parent(s),

In an effort to ensure the safety of our students and staff, the following procedures will be in place beginning on the first day of school, Thursday, **August 10, 2023**:

- **Campus will be closed each morning.** No parents/families will be allowed inside the school building to walk students to class. Staff members will be on duty around the campus. Students will walk to class independently, or with the assistance of staff members or patrols as needed.
- Students may not be on campus until 7:10 a.m. unless they are in the HOST morning program. There is NO supervision before that time.
- If your child is a car rider, we ask that he/she be ready to get out of the car with backpacks & lunchboxes in hand and shoes tied.
- Our wonderful patrols and staff will assist your children in opening doors and exiting the vehicle. ***Please do not get out of your vehicle.***
- Please remember that school begins at 7:40 a.m., with a warning bell at 7:35 a.m. Your child will be tardy if he/she is not in the classroom by 7:40. If your child will be eating breakfast at school, we ask that he/she arrive by 7:15 to avoid being late to class.
- Please remember that **any** change in dismissal must be submitted in writing. We cannot accept your child's word, an email, phone call or fax. If you need to pick your child up early, you must sign him/her out in the office. Students will not be signed out after 1:30 p.m., as this interferes with dismissal. Students may not come to the office until you sign them out. Please allow enough time if your child has an appointment.
- **All car riders will arrive and be dismissed in the car line. All parents will need to remain in their vehicles and stay in the car loop. We will not receive or dismiss students at the gate near the stairwell.**
- **For student safety, we will not release to any other location besides the designated car loop.**

We greatly appreciate your support in this effort, as it is in the best interest of the safety of our students and staff. If you have any questions about these procedures, please contact the office.

Sincerely,



Katarina Arterburn
Principal